

NAVAJO NATION
DEPARTMENT OF PERSONNEL MANAGEMENT

Job Vacancy Announcement

REQUISITION NO:	DODE70112503	DATE POSTED:	09/12/16
POSITION NO:	945492	CLOSING DATE:	09/23/16
POSITION TITLE:	Office Assistant		
DEPARTMENT NAME / WORKSITE:	Navajo Head Start / Central Administration / Window Rock, AZ		
WORK DAYS:	Mon - Fri	REGULAR FULL TIME:	<input checked="" type="checkbox"/>
WORK HOURS:	40 Hrs. / Week	PART TIME:	<input type="checkbox"/>
		SEASONAL:	<input type="checkbox"/>
		TEMPORARY:	<input type="checkbox"/>
		NO. OF HRS./WK.:	_____
		DURATION :	_____
		GRADE/STEP:	AD56A
		\$	21,320.00 PER ANNUM
		\$	10.25 PER HOUR

DUTIES AND RESPONSIBILITIES:

The incumbent performs a variety of clerical/office support duties of minimal difficulty. The incumbent will be responsible for answering telephones, routing calls, taking messages, greets and refers visitors to the appropriate staff and/or resources. Will be responsible for determining the the information to be released, provides minimal technical support and information in reference to the Enrollment, Recruitment, Selection, Eligibility and Attendance content area, the Human Resources content area, and other Navajo Head Start sections. Will receive, log in, and distribute incoming mail. Prepares and transmits program facsimiles; receives, logs, reviews and forwards forms to be processed by the respective sections. Enters data into several software and database systems; provides clerical support to all NHS Central Administration personnel, i.e. faxing, filing, sorting, scanning, and copying. Will also order, track and inventory office supplies as needed. The office assistant will work under the direct supervision of the Assistant Superintendent and will perform/complete other tasks and assignments as assigned.

QUALIFICATION REQUIREMENTS: *(Education, Experience and Training)*

Minimum Qualifications:

- High School Diploma or GED; and one (1) year of general office and customer service or related experience.

Special Requirements:

- A favorable background investigation. ***(If selected for the position a tribal, federal and state background check must be completed prior to employment at the applicant's expense).***
- Possess a valid state driver's license.
- Prior to Employment, must obtain a Physical Evaluation & TB Skin Test

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of general office practices and procedures related to the Navajo Nation, federal, state, local laws and regulations; knowledge of business and industrial practices, market trend and conditions; knowledge of policies and procedures and methods; knowledge of generally accepted office procedures and equipment, including computers, financial/office application software; Child Plus database software; establishing and maintaining effective working relationships with others. Knowledge in all applicable policies and procedures that govern operations of Navajo Head Start;

Incumbent must abide by program standards of conduct.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.